

Agenda item no.	13
Report to	Burwash Parish Council
Subject	Events Report
From	The Clerk

Summary

Moving forward the Clerk has proposed a project plan sheet which will be developed by the Clerk for any new or existing relevant projects. If there is a lead Cllr this will be done in conjunction with the Cllr. Below is an outline of what the plan would look like (please note this is not a finished plan merely an illustration of what it would look like). Larger projects may also require gnatt charts (these are detailed spreadsheets showing the timings for each action within a project plan and the length of time it will take to complete and indicating a completion date for each action).

The Clerk would also like to propose that a list of key parish events including Love Burwash, Annual Parish Assembly, dates of fetes etc. are drawn up for the whole year so that key dates are put into Cllrs dairies as soon as possible to ensure they are able to support/attend the evets.

Project Name:	Love Burwash
Project Date:	20 th April 2019
Lead Cllrs: 1. Cllr Lead for Burwash: 2. Cllr Lead for Burwash Common: 3. Cllr Lead for Burwash Weald:	TBC at Full Council 8 th January 2019 1. Cllr 2. Cllr 3. Cllr
Project Aims	To do a parish wide clean up focusing on: 1. Litter picking 2. Pavement edging 3. Grass cutting 4. Weeding 5. Lime tree tag cleaning 6. Public furniture cleaning 7. Blub planting – if agreed 8. Sign cleaning
Other groups/people to involve 1. BCWRA 2. Churches 3. School 4. Beavers/Brownies etc 5. The playing fields	Who and How 1. The Clerk will inform of dates 2. The Clerk will ask for posters to go up 3. The Clerk will give a poster to the school 4. The clerk will ask each of the groups to organise themselves to support the day and to identify the area(s) they wish to target 5. Do they want any specific area targeted and will they support with promoting/volunteers

Meeting points at 10 am 1. Burwash 2. Burwash Weald 3. Burwash Common	1. Burwash village car park 2. The Wheel Inn 3. The triangle junction Vicarage Lane and Vicarage Road	
Communications		
1. Website	Responsibility	Date
Teaser on the front page	Cllr McBride	
Update the webpage of when and where it is happening	The Clerk	
2. Posters	Responsibility	Date
To design and order 4 x A1 posters	The Clerk	
Put the posters up at:		
The Clerk Additional Responsibilities		
All Councillors Responsibilities		

Resolutions

Councillors are asked to resolve the two following items:

1. To implement the above project plan as a guideline template for all future events
2. For the Clerk to draw up a timetable of events for 2019 for Cllrs to resolve at the December full council meeting